

## REMOTE MEETING PARTICIPATION POLICY

Pursuant to 1 M.R.S. Section 403-B, after public notice and hearing, the Lewiston City Council adopts this Policy to govern the participation, via remote methods, in the public proceedings or meetings of the City Council as well as all city boards and committees.

### PURPOSE

The purpose of this Policy is to provide a framework to define when remote participation is allowed for members of the City Council as well as members of the city's boards and committees and to outline acceptable methods of remote communication. To ensure consistent application of this Policy, the City Council intends for all city committees, boards, task forces and subcommittees of the various standing and advisory board and committees of the City to comply with this Policy with the exception of the Lewiston School Committee and joint agency committees with their own governing board.

### ATTENDANCE

Members of the City Council as well as members of all city boards and committees, are expected to be physically present for meetings except when having the entire body physically present is not possible due to the existence of an emergency or urgent issue that requires the full City Council or any city board/committee to meet remotely.

### REMOTE PARTICIPATION REQUIREMENTS

#### DEFINITIONS –

“Remote methods” means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodate to a person with a disability. Public proceedings may not be conducted by text-only means such as email, text messages or chat functions.

“Emergency” can be defined by a Federal, State or Local declaration, an unanticipated event or incident that requires immediate response, or at the non-routine discretion of the Mayor or board/committee chairperson, of which the reason must be reflected in the meeting minutes.

#### NOTICE –

- 1) Notice of all public meetings will be provided in accordance with 1 M. R. S. section 406, the City Charter, the City Code of Ordinances and the City Policy Manual, if applicable.
- 2) When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely, and will provide a method for disabled persons to request necessary accommodation to access the meeting.

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### MEETING MATERIALS –

All documents and materials to be considered by the body during the meeting will be made available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to any member of public who attend in person, provided no additional costs are incurred by the city.

### VOTING –

- 1) A member of the City Council, board or committee who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.
- 2) All votes taken during any public proceeding when members of the Council, board or committee are participating by remote means will be by roll call vote that can be seen and heard if using video technology, or heard if using only audio technology, by other members of the City Council, applicable city board or committee, and the public.

### MEMBERS OF THE PUBLIC –

The public will be provided a meaningful opportunity to attend and participate via remote methods when remote methods are available and operational at a given public body meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the Council, board or committee and the public will also be provided.